

**Reciprocal Fee: \$350**  
**Funeral Director Examination Fee: \$200**  
 (if applying for a Reciprocal Funeral Director  
 license.)  
**Rulebook: \$5 (also available on web site at no  
 cost)**  
 Date mailed by KSBMA: \_\_\_\_\_  
 Date received by KSBMA: \_\_\_\_\_

**ALL FEES ARE NONREFUNDABLE**

Page 1 of 3

\_\_\_\_\_  
(State)                      (Licensure Date)                      (Type of License: embalmer, funeral director...)                      #  
Expiration date: \_\_\_\_\_ (License Number)

Funeral Home currently employed at (enter none if not currently employed at a funeral home):

\_\_\_\_\_  
(Funeral Home Name)                      (Street Address)                      (City, State)                      (Zip code)  
If granted licensure, list the Kansas funeral home to be employed at (if applicable or different from above):

\_\_\_\_\_  
(Funeral Home Name)                      (Street Address)                      (City, State)                      (Zip code)

**PLEASE READ CAREFULLY**

**FAILURE TO COMPLETE WILL RESULT IN THIS APPLICATION NOT BEING PROCESSED**

K.S.A. 65-1751 states that the Kansas State Board of Mortuary Arts may refuse to issue or renew a license, may revoke or suspend a license or may publicly or privately censure a license, upon finding that a licensee or applicant for a license:

1. has been convicted of a felony, and the board determines the licensee or applicant for a license has not been sufficiently rehabilitated to warrant the public trust, or has been convicted of any offense involving moral turpitude;
2. has violated any law, ordinance or rule and regulation affecting the handling, custody, care or transportation of dead human bodies;
3. has had a license to practice embalming or funeral directing revoked or suspended, has been censured or has had other disciplinary action taken against oneself or has had an application for a license denied by the proper licensing authority of another state, territory, District of Columbia or other country, a certified copy of the record of the action of the other jurisdiction being conclusive evidence thereof;
4. has failed to report to the board any adverse action taken against the licensee by another state or licensing jurisdiction, a professional association or society, a governmental agency, by a law enforcement agency or a court for disciplinary action under this section, and/or
5. has had an adverse judgement, award or settlement against the licensee resulting from the practice of funeral directing or embalming which related to acts or conduct similar to acts or conduct which would constitute grounds for disciplinary action under this section or has failed to report such matter to the board.
6. Are you aware of any pending charges filed or in the process of being filed against you?

As used in this section "licensee" means an embalmer's license, funeral director's license, assistant funeral director's license, establishment license, branch establishment license and crematory license.

\_\_\_\_\_ If you are applying for renewal of a license, check this line if any of the above situations have occurred within the past two (2) year licensing period. If you are applying for a license for the first time, or re-applying for a license that expired or lapsed, or are applying for reinstatement of a license, check this line if any of the above situations have ever occurred. **If submitting this renewal or application prior to your individual renewal or licensure eligibility date, it remains your responsibility to notify the board should any of the above mentioned situations occur during the time frame in which this**

**document is submitted and up until/including your renewal due date or licensure eligibility date.**

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

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Signature of licensee/applicant	County	Social Security Number	Date
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**REMEMBER: To include documentation (including proof of rehabilitation) if you have checked the above line.**

**Failure to date and sign this document will result with the board being unable to complete processing of this application.**

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This application, appropriate fees (a \$350 reciprocal application fee and an additional \$200 examination fee if applying for a funeral director license), college transcripts, state board verification (a separate form that must be mailed **DIRECTLY** by your current state(s) of licensure to the Kansas state board) and (if applying for a reciprocal embalmer license) a copy of test results from the International Conference of Funeral Service Examining Boards must reach the Kansas State Board of Mortuary Arts by the 15th of the month **PRIOR** to a scheduled board meeting. Kansas meetings are held quarterly: January, April, July and October. Filing deadlines are December 15, March 15, June 15 and September 15. When applying for a reciprocal embalmer license if you did not take the Conference examination, then verification of state test results must be supplied by your current (preferably original) state of licensure. Kansas rulebooks are available for \$5.00 each or can be printed directly from our website at no cost.

The Kansas State Board of Mortuary Arts  
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Web site: [www.kansas.gov/ksbma/](http://www.kansas.gov/ksbma/)

**ALL FEES PAID ARE NON-REFUNDABLE**

**Last Updated: Friday, June 19, 2009**

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